

NOTICE OF VACANCY

AUGUSTA, GEORGIA is presently in the process of recruiting for the position described below. Applications for the positions will be given and taken at **THE HUMAN RESOURCES DEPARTMENT** on **MONDAY - FRIDAY** from **9:00 AM - 4:00 PM**. After the recruiting period is expired, the applications will be referred to the respective department.

JOB TITLE:	Communication Officer - Dispatcher
DEPARTMENT:	Communications Center - 911
SALARY:	\$22,769.00 Annually
BEGINNING DATE:	August 4, 2003
CLOSING DATE:	open until filled

*****NOTICE:** Applicants must provide a completed 'Criminal and Driver's History Waiver' and a copy of the applicant's High School diploma/GED, birth certificate, DD214 (if, applicable), social security card and driver's license with the application. Any other documents supporting the applicant's qualifications may also be submitted. Applications without the requested documents will not be considered.***

MINIMUM QUALIFICATIONS:

High School diploma, trade school, or equivalent level of education is required. Three to five years in a similar position or sufficient experience to perform principal duties and responsibilities. Must be able to pass a typing test with 30wpm. Possess or have ability to meet current requirements set forth in the Georgia Mandate Law Enforcement Training Act/Peace Officer's Standards and Training Act. Considerable knowledge of dispatching procedures, radio codes used by Sheriff's Department, and regulations and procedures of state and national crime information centers. Familiarity with applicable federal and state statutes, local ordinances, departmental policies and procedures, and geography and road system of the County. Proficiency in the operation of radio/communications equipment, dealing with the public, maintaining records, writing reports, and making decisions accurately and rapidly. Mastery of computer operation. Good communication skills, both oral and written. Demonstrated ability to work independently. May supervise and/or train designated subordinate personnel.

MAJOR DUTIES:

Make written reports, complete dispatch cards, enter cards into computer, and maintain files. Provide field officers with information upon request. Maintain log of incoming calls, officer availability, stolen vehicles, and missing persons and enter data into BOLO books. Monitor position of field officers and incoming messages from national and state computer networks and enter information into NCIC and GCIC networks and department computer system. Monitor alarm board and log bank alarm and other burglar alarm calls. Assist in training new Communications Officers and serve as a resource to subordinate personnel.

ROOM 601 - MUNICIPAL BUILDING -AUGUSTA, GA 30911 - (706) 821-2306

We are an equal opportunity employer. We do not discriminate on the basis of race, religion, color, sex, age national origin, or disability.